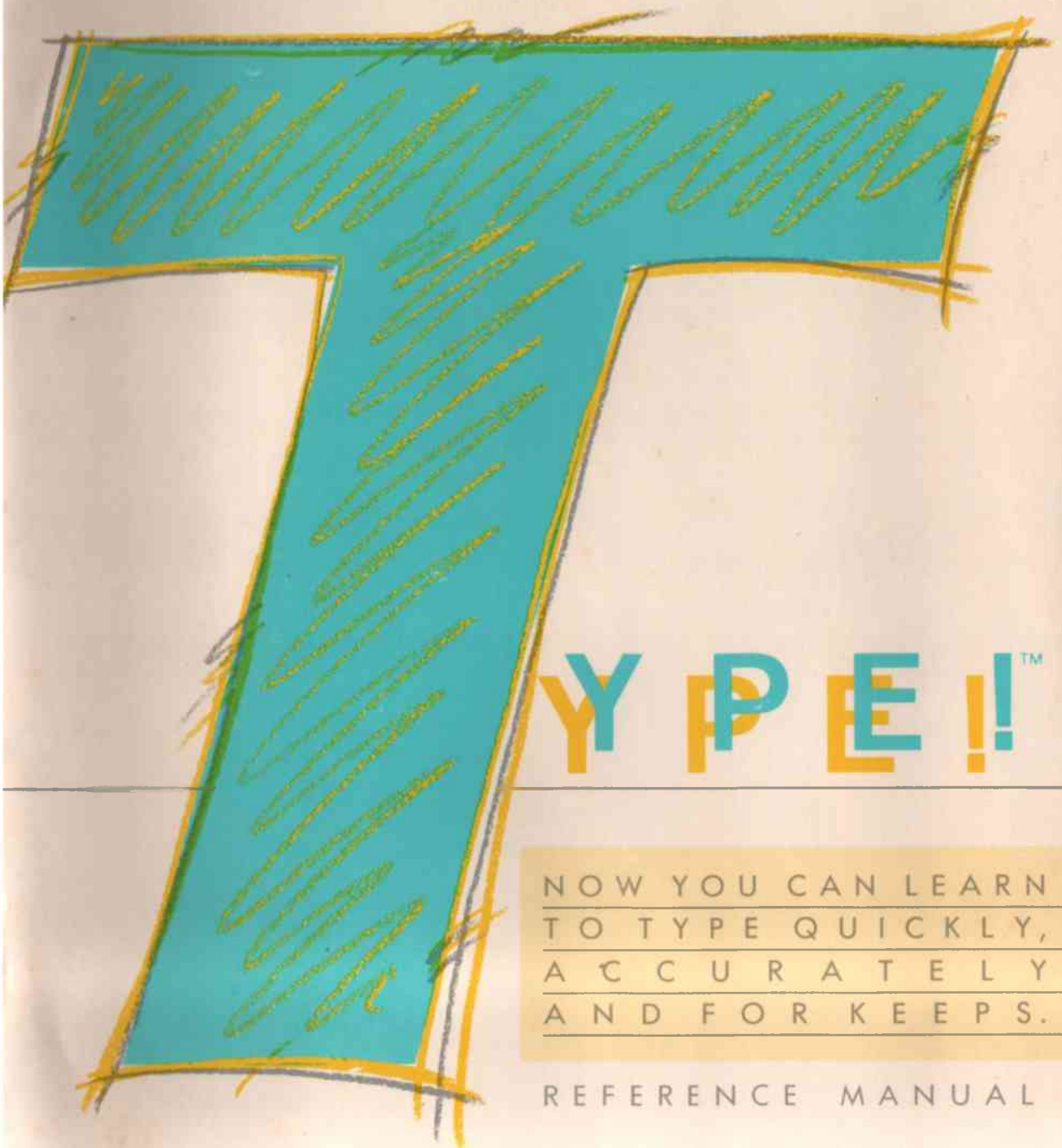
PRODUCTIVITY TOOLS



TYPE!™

NOW YOU CAN LEARN TO TYPE QUICKLY, ACCURATELY AND FOR KEEPS.

REFERENCE MANUAL

Broderbund®

TYPE!

User's Manual

For the Apple II+/IIe/IIc, Commodore 64/128, and IBM PC, PC XT, and PC AT

TYPE!

Developed by:	Soft Press Corporation
Designed by:	Robert H. Glidden Erica Zeidenberg
Programmed by:	Jonathan Creighton Ernest Gomes Craig Griffeath Christopher Hecht
Additional Programming by:	Larry Holland Ken Bull Doug Greene
Product Manager:	Greg Wrenn
Manual by:	Susan Meyers Robert H. Glidden Erica Zeidenberg
Additional Design by:	Lauren Elliott Richard Whittaker Greg Wrenn
Special Thanks to:	John Stalcup

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INTRODUCTION

Welcome to *Type!* You are about to start using your computer to acquire one of life's most valuable skills — touch typing.

Type! is an easy-to-use, yet sophisticated, touch typing program designed for anyone who needs to use a keyboard. Whether you're a beginner, an intermediate or advanced typist, *Type!*'s innovative drills, exercises and advanced diagnostics will help you improve your skills quickly and easily. Based on extensive research into the mechanics of successful keyboard use, *Type!* offers:

- Exercises based on real words and sentences. These exercises have been shown to be far more effective than the standard random letter drills used by most other typing programs.

- Guidance geared specifically to your typing level. *Type!* provides a thorough introduction to the keyboard and then lets you work your way up through high performance techniques such as chaining, overlapping, and "typing without thinking."

- Advanced diagnostics that analyze your speed and accuracy by finger, hand, and letter. Errors are charted and displayed on bar graphs that let you know at a glance what kinds of mistakes you are making. *Type!* suggests exercises to improve your performance and creates custom drills tailored to your particular weaknesses.

- Timed typing tests and Progress Reports that let you keep track of how well you are doing. Tests can be taken and Progress Reports reviewed and printed out any time you want. As an added plus, *Type!* even lets you create and store your own custom typing tests.

- *Type!*-Athlon, an arcade-style game that provides action enthusiasts with an alternate way of learning. All of the exercises and advanced diagnostics available during normal *Type!* lessons are available while playing the game.

Type! provides continuing, comprehensive instruction for every level of typist. Long after you've mastered the basics, you'll find yourself reaching for your *Type!* disk to sharpen your skills. You won't become bored because the sentences and paragraphs you'll type are entertaining, informative

and varied. With *Type!* you'll be able to set your own goals and work at your own pace, confident that the instruction you're receiving is the most advanced, carefully designed and researched touch-typing instruction available.

Using This Manual

This manual tells you everything you need to know to use *Type!* It contains suggested courses of study for beginning, intermediate and advanced typists, as well as explanations of all the features contained in the program.

Section 1, Getting Started, tells what equipment you'll need and how to start the program. Be sure to read the instructions written specifically for your particular computer.

Section 2, How to Use *Type!*, explains the program's main features. Read this section to get an idea of how *Type!* works and what it can do for you; use it later as a handy reference guide.

Sections 3 through 6 outline courses of study for each typing level from beginning through advanced. Read these sections for an understanding of what your goals at each level should be; practice the suggested exercises until you're skilled enough to move on to the next level.

Section 7 tells you how to use the Typing Test feature to test your typing progress. Section 8 explains how to learn by playing the *Type!*-Athlon game. Section 9 explains how to save and review the results of your typing sessions and print out Progress Reports.

Backup Disk Information tells how you can obtain a backup disk for *Type!*. Warranty Information, contains warranty details for *Type!*. And finally, the Index/Glossary defines words and terms used in this manual and refers you to the specific pages where the subject is discussed in detail.

1. GETTING STARTED

APPLE

Equipment You Will Need

- 64K Apple II + /IIe/IIc
- Disk drive
- Monitor

Optional:

- Blank disk to use as a data disk
- Second disk drive
- Printer

Starting the Program

Insert the *Type!* disk into your disk drive, label side up. Close the drive door. Turn on your monitor. Then turn on your computer. The program will load automatically. When the red disk-drive light goes off, *Type!* is ready to use.

Note: Be careful not to touch the exposed dark surface of the disk. Also, always make sure the red disk-drive light is off before either removing or inserting the disk.

Preparing a Data Disk

If you plan to save the results of your typing sessions (see Section 9, Results Menu) or to design custom typing tests (see Section 7, Typing Tests) you will need to format or "initialize" a data disk. It is best to do this now so that your disk will be ready when you need it.

To format a data disk, have a blank, unformatted disk on hand. Remove the *Type!* disk from your disk drive. Turn the *Type!* disk over and re-insert, label side down. Restart your computer, either by using the CTRL Ó -Reset command or by turning the computer off and then on again. The special utility program on the back side of the disk will load into your computer's memory. The program will give you instructions for formatting a data disk. Follow the on-screen prompts, removing your *Type!* disk and inserting your blank, unformatted disk as directed. When formatting is complete,

Note: If you do not format a disk now, you run the risk of losing data you want to save. This is because in order to format a disk, you will have to use a special utility program on the back side of your *Type!* disk. To do this, you will have to turn your computer off and then on again; whatever is in the computer's memory when you turn it off will be lost.

remove the data disk and label it appropriately. Then re-insert your *Type!* disk, label side up, and restart the program.

Hint: To save time, you can perform the formatting procedure BEFORE you start the program. To do this, simply insert the *Type!* disk, label side down, in your disk drive and follow the on-screen prompts. When formatting is complete, insert your *Type!* disk, label side up, and start the program.

Note: If you are formatting a data disk using two disk drives, insert your *Type!* disk in drive one, label side down, and your blank, unformatted disk in drive two BEFORE you turn on the computer. The program will then look for the disk in drive two and you'll be able to complete the formatting procedure without switching disks.

COMMODORE

Equipment You Will Need

- Commodore 64/128
- Disk Drive
- Monitor

Optional:

- Blank disk to use as a data disk
- Printer

Starting the Program

Commodore 64:

Insert the *Type!* disk in the disk drive, label side up, and close the drive door. Then, in the following order, turn on your monitor, your disk drive, and your computer. When the blue BASIC screen appears, type in **LOAD "*",8,1** and press RETURN. The red disk-drive light will come on as the program loads into memory.

Note: Be careful not to touch the exposed dark surface of the disk. Also, always make sure the red disk-drive light is off before either removing or inserting the disk.

Commodore 128:

Insert the *Type!* disk in the disk drive, label side up, and close the drive door. In the following order, turn on your monitor and your disk drive. Then, while holding down the Commodore key, turn on your computer. (If your computer is already on and in the 128K mode, type **GO 64** and press RETURN.) When the blue BASIC screen appears, type **LOAD "*",8,1** and press RETURN. The red disk-drive light will come on as the program loads into memory.

Preparing a Data Disk

If you plan to save the results of your typing sessions (see Section 9, Results) or to design custom typing tests (see Section 7) you will need to format a data disk. It is best to do this now so that your disk will be ready when you need it.

To format a data disk, have a blank, unformatted disk on hand. With the *Type!* program started, as outlined above, press ESC to reach *Type!*'s Main Menu. Use the arrow keys or space bar to move the pointer to Quit. Press RETURN. Then complete the following steps:

1) When the blue BASIC screen appears, type **LOAD "FORMAT",8** and press RETURN.
2) When the screen says Ready, type **RUN** and press RETURN.
3) The special formatting utility program will now load. Follow the on-screen prompts to format your data disk.
4) When formatting is complete, the blue BASIC screen will appear. Remove your formatted data disk and label it appropriately. Then insert your *Type!* disk, and restart the program as outlined above.

Note: If you do not format a disk now, you run the risk of losing data you want to save. This is because in order to format a disk, you will have to use a special utility program included on your *Type!* disk. To do this, you will have to turn your computer off and then on again; whatever is in the computer's memory when you turn it off will be lost.

IBM

Equipment You Will Need

- IBM PC, PC XT, PC AT, or any 100% compatible (refer to the *Type!* package for a list of compatibles tested)
- 128K minimum memory
- Monitor
- PC DOS 2.0, or later

Optional:

- Blank disk to use as a data disk
- Second disk drive
- Printer

Note: Be careful not to touch the exposed dark surface of the disk. Also, always make sure the red disk-drive light is off before removing or inserting the disk.

Note: If your system has both a color/graphics adapter and a monchrome (text only) adapter, *Type!* will assume you wish to display the program through the color/graphics adapter. You can instruct *Type!* to choose the monochrome adapter by typing T! MONO (instead of simply T!) when you start the program.

Starting the Program

Start up your computer using your DOS disk. When you see the A> prompt, remove the DOS disk and replace it with the *Type!* disk. Type **T!** and then press ENTER.

Note for Hercules Graphics Users: If you are using a Hercules compatible monochrome graphics adapter, you may find that *Type!* will not start properly. If this happens, turn your computer off. Then follow the instructions for starting the program, this time typing **T! HERC** (instead of simply **T!**).

Installing DOS

You can install PC DOS (2.0 or later) on your *Type!* disk. If you do this, you won't need to use your DOS disk each time you start the program. To install DOS, using either a one- or two-drive system, follow the instructions below:

Note: If error messages appear, DOS has not been installed properly. Repeat the installation procedure, making sure that each disk is in the correct drive. Check to see that the disks have been inserted properly, that the drive doors are closed, and that the notch on the *Type!* disk is not covered by a write-protect tab.

One-drive system:

1) Start your computer using DOS 2.0 or later.
2) When you see the A> prompt, type **SYS B:** and press ENTER.
2) When you are prompted for the diskette for Drive B, insert the *Type!* disk.
4) When you are prompted for the diskette for Drive A, insert your DOS disk.
5) You will swap disks twice, ending up with your DOS disk in Drive A. When you see the A> prompt, type **COPY COMMAND.COM B:** and press ENTER.
6) When you are prompted for the diskette for Drive B, insert the *Type!* disk.
7) When you are prompted for the diskette for Drive A, insert your DOS disk.

Two-drive system:

1) Insert your DOS disk in Drive A and the *Type!* disk in Drive B. Start your computer as usual.
2) When you see the A> prompt, type **SYS B:** and press ENTER.
3) When you see the A> prompt again, type **COPY COMMAND.COM B:** and press ENTER.

Hard Disk Installation

To install *Type!* on your hard disk, start your computer as usual. Place the *Type!* disk in Drive A. When you see the A> prompt, type **T!BACKUP** and press ENTER. You will now be given the path name that will take you to the directory that is currently active on your hard disk drive. If this is where you want *Type!* to be copied, press ENTER. If you want *Type!* to be copied into another existing directory, use the backspace key to delete the path name you've been given and then type in the path name of the directory you want. An example of a path name is C:\T!. The C: indicates the hard disk drive. The back slash (\ ) indicates that a subdirectory name is next. The name of the subdirectory (T!) follows the back slash. For instructions on how to create a new directory, see your PC DOS manual.

Note: To allow for hard disk failure, *Type!* lets you copy the program onto your hard disk four (4) times. If you are experiencing repeated hard disk failure, see your hardware dealer.

You may have one copy of *Type!* on your hard disk at a time. If you should want to move *Type!* to a different directory, first remove *Type!* from your hard disk (see instructions below) and then re-install it in the directory of your choice.

Removing *Type!* From Your Hard Disk:

If you want to move *Type!* to another directory or if you plan to format your hard disk, you must remove, or "uninstall," *Type!* from the hard disk. To do this, place the *Type!* disk in Drive A. At the A> prompt, type **T!BACKUP**. Highlight the "Remove from Hard Disk" option and press ENTER. Check to see that the path name that appears on your screen is correct and will take you to the directory where *Type!* is installed.

Note: If the program you use to compact or "crunch" files on your hard disk follows the usual DOS rules, you need not remove *Type!* prior to crunching. Contact the manufacturer of your crunch program to find out if this applies to your situation.

Note that when you remove *Type!* from your hard disk you will "recover" one of the four opportunities you are given to copy it onto a hard disk. In other words, if you have already copied the program twice, and you "uninstall" it, three (rather than two) opportunities to copy the program will remain.

Preparing a Data Disk

If you plan to save the results of your typing sessions (see Section 9, Results Menu) or to design custom typing tests (see Section 7, Typing Tests) you will need to format a disk on which to save your data. It is best to do this now so that your disk will be ready when you need it. To format a disk using either a one- or two-drive system, follow the instructions below:

One-drive system:

1) Start your computer as usual, using your DOS disk.
2) With your DOS disk in the drive, type **A:** and press ENTER.
3) Then type **FORMAT B:** and press ENTER.
4) When the program prompts you for Drive B, remove your DOS disk from the drive and insert a blank, unformatted disk in its place. Press ENTER and the program will format the disk.
5) When formatting is complete, remove the disk and label it appropriately.

Two-drive system:

1) Start your computer as usual, inserting your DOS disk in Drive A.
2) Insert a blank, unformatted disk in Drive B.
3) Type **A:** and press ENTER.
4) Then type **FORMAT B:** and press ENTER. The program will format the disk.
5) When formatting is complete, remove the disk from Drive B and label it appropriately.

2. HOW TO USE TYPE!

Overview

Type! is very easy-to-use. It's designed so you can concentrate on typing, rather than on operating the program. *Type!* is also flexible. Although this manual suggests courses of study for different typing levels, what you do once the disk is in your computer is up to you. You can perform exercises in any order you want, take typing tests, or learn by playing the *Type!*- Athlon game whenever you feel like it. This flexibility lets you fit *Type!* into your schedule no matter how busy you are. By scheduling a short session with *Type!* just once or twice a day, your control of the keyboard will improve dramatically.

Another important feature of *Type!* is that it gives you instant, intelligent feedback on your performance. Your speed and accuracy scores are posted at the end of each exercise and you can monitor your progress by viewing graphs that the program constructs based on its analysis of your performance. You'll be able to tell at a glance what kind of mistakes you are making and perform specific exercises recommended by the program to correct your error patterns before they become ingrained.

This section of the manual tells you everything you need to know to start using *Type!* Read through it, trying things out as you go. When you're done, select your first lesson and you'll be on your way to becoming an expert touch typist.

Selecting Menu Items

All items are selected from menus, or lists, that appear on the screen.

To select an item, use the arrow keys or space bar to move the pointer to the item you want. Then press RETURN or ENTER. You can also make selections by pressing the first letter of the item you want.

Main Menu

You'll begin using *Type!* by selecting an item from the Main Menu.

Main Menu Items

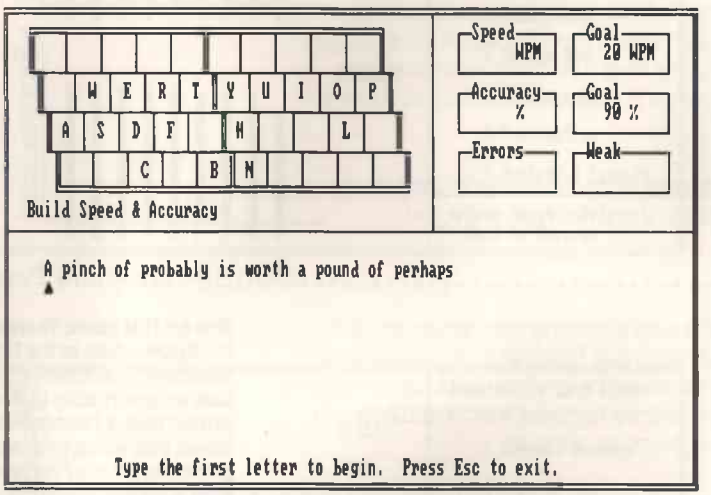
Introducing the Keyboard -	introduction to the basics of hand and finger positioning
Keyboard Basics -	word exercises that help you learn the location of keys on the keyboard
Build Speed and Accuracy -	sentence exercises that provide practice using all the letters of the keyboard
Special Exercises -	exercises that help you with special skills
Typing Test -	timed typing tests to test your speed and accuracy
Play *Type!*-Athlon -	lets you learn by playing a typing game
Display Graphs -	lets you see the results of a typing lesson, test, or game displayed in graph form
Results Menu -	lets you save and review results of typing sessions and view and print out Progress Reports
Adjust Settings -	lets you set your own speed and accuracy goals, turn sound for the *Type!*-Athlon game off and on and configure the program to work with your system
? Help -	provides help in choosing exercises for each typing level
Quit -	lets you quit *Type!* and start another program without turning off your computer

What you select will depend on your typing level. If you've never typed before (0-5 WPM), you'll want to start with **Introducing the Keyboard**. If you've done some typing but are still a beginner (5-20 WPM), select **Keyboard Basics**. If you're an intermediate or advanced typist (over 20 WPM), you'll probably want to begin with **Build Speed and Accuracy**.

Check the appropriate skill level section of this manual for a recommended course of study. For quick help in choosing exercises, select **? Help**.

Using the Lesson Screen

No matter what lesson you choose, the layout of the lesson screen will be the same. A representation of the keyboard appears in the upper-left; a scoreboard showing your current speed and accuracy goals appears in the upper-right.



Lesson Screen

Begin by typing the letter that has a cursor, or line, under it. The cursor will move as you type. Use the shift key for capitals and the space bar for spaces. After typing the last letter in a line, press the space bar (or RETURN or ENTER); the cursor will move to the next line. If you make a mistake, an indicator will appear beneath the letter you typed incorrectly.

The scoreboard displays your typing speed, the number of errors you made, your accuracy percentage, and your weak letters. The scoreboard is updated each time you finish a screen of text. At the end of a typing session (a session consists of 10 screens of typing material), your cumulative scores will be displayed. A list of menu items tailored to your current needs will appear at the bottom of the screen. If you are making a particular kind of mistake or are typing above or below the level of the current lesson, the program will recommend a lesson that is suited to your current needs and is appropriate to your skill level.

Adjusting the Settings

You can adjust your speed and accuracy goals, turn the sound for the *Type!*-Athlon game off and on and configure *Type!* to work with your system by selecting **Adjust Settings** either from the Main Menu or from the menu that appears when you finish a lesson.

Setting Speed and Accuracy Goals

The goal settings control how quickly you move through the lessons, learning new letters and words. As you meet your goals, *Type!* will move you on to more challenging material. The goals are set automatically at 20 WPM, 90% accuracy After each lesson, *Type!* will adjust the speed goal to correspond to your current typing level. If you're an intermediate or advanced typist, you'll probably want to increase the speed goal before you begin.

To adjust speed and accuracy goals, move the pointer to the item you want, press RETURN or ENTER and then type in your new goal.

Configuring the Program

Type! is set up to work with the most commonly used system setup. You probably will not have to change anything. However, if you are using two disk drives, if you want to turn the sound for the *Type!*-Athlon game off or on, or if you attempt to print and nothing happens, select **Configure**. You can then change *Type!*'s default, or pre-set, settings.

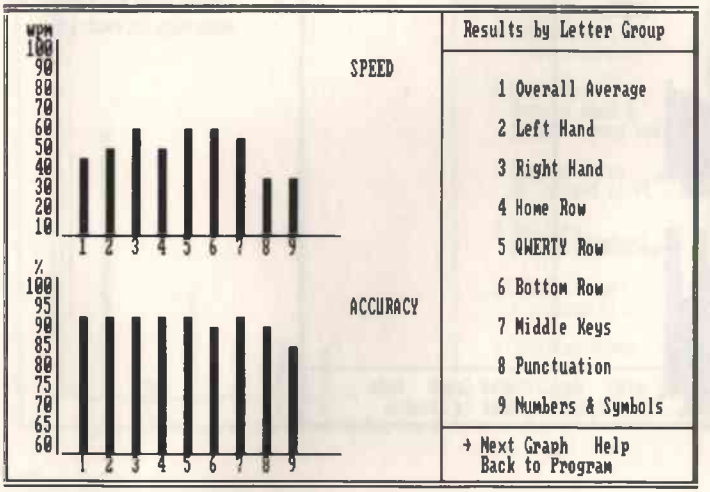
To change a setting, simply move the pointer to the setting you want and press RETURN or ENTER. You will see that some settings toggle off and on, while others change numerical value one integer at a time.

Note for IBM users: There is no Configure screen in the IBM version of *Type!* However, users will have an opportunity to select their printer from a Printer Selection screen that will appear when they prepare to print a Progress Report. For a complete discussion of IBM printer selection, see Section 9, Results Menu. Note also that in the IBM version of *Type!* users may turn the sound for the *Type!*-Athlon game off or on by selecting Play Sound from the Adjust Settings menu.

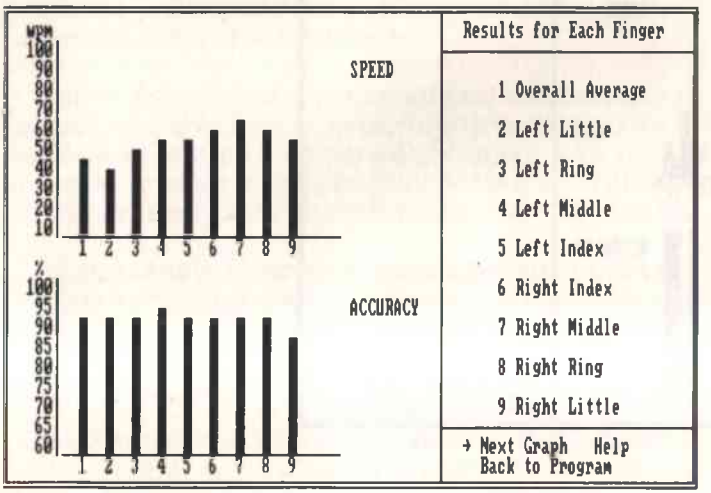
Using the Graphs

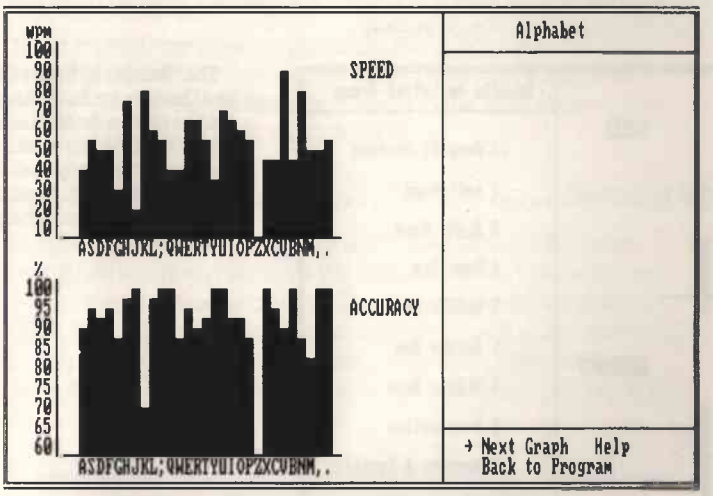
Type! automatically analyzes your typing and displays the results in a series of graphs. These graphs show your speed and accuracy for each key, finger, hand, and keyboard region, as well as analyzing and categorizing your error patterns. You can see the graphs by selecting **Display Graphs** either from the Main Menu or from the menu that appears when you finish a lesson or after playing the *Type!*-Athlon game.

There are four sets of speed and accuracy graphs: Results by Letter Group, Results for Each Finger, Alphabet, and Numbers & Symbols.

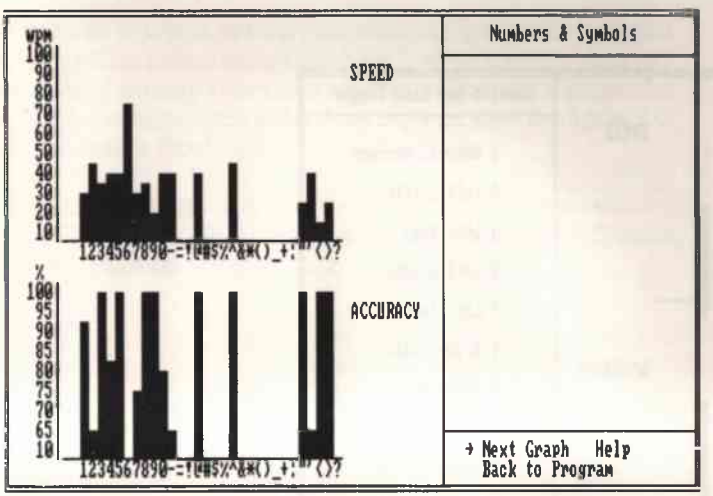


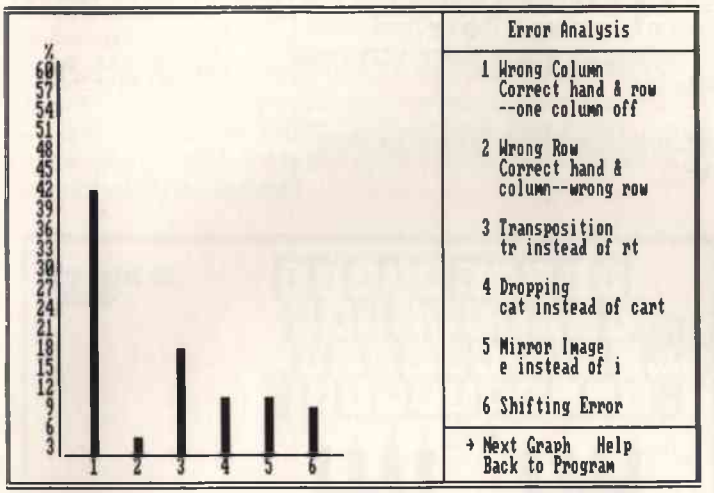
The "Results by Letter Group" and "Results for Each Finger" graphs show a detailed analysis of your strengths and weaknesses and are particularly useful for determining which Special Exercises will be most helpful to you.





The "Alphabet" and "Numbers & Symbols" graphs provide a quick overview of your speed and accuracy on each key.





The "Error Analysis" graph points out the type of errors you have been making.

What to Look For:

The graphs help you analyze your own typing and become conscious of the kind of errors you have been making. The insight the graphs provide will increase your awareness of your typing patterns and help you understand what you must do to improve.

Study the graphs to see what your strengths and weaknesses are. It is normal for your speed to vary somewhat. You will probably be fastest on the middle keys, slowest on the numbers and symbols; your middle and index fingers will probably type more quickly than your little and ring fingers. Your aim, however, should be to perform nearly equally in all categories.

For quick advice on correcting errors plus suggestions for drills and exercises to perform, select **Help** from the items at the bottom of the graph screen.

Other Features

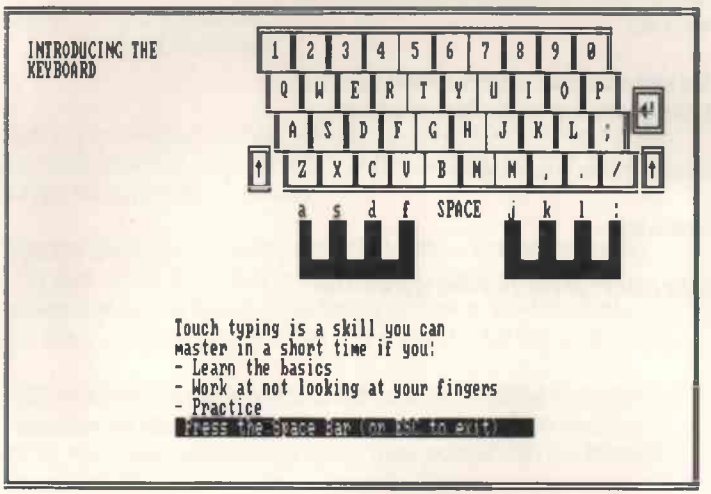
In addition to all these features, *Type!* contains timed typing tests, a game — *Type!*-Athlon — that lets you perform lessons and exercises in an arcade-game setting, and the ability to save and review results of your typing sessions and to display and print out Progress Reports.

For information on taking typing tests, see Section 7, Typing Tests. For how to play *Type!*-Athlon, see Section 8, Learning by Playing *Type!*-Athlon. For how to save and review your results and display and print out Progress Reports, see Section 9, Results Menu.

Specific lessons and exercises are discussed within the context of the typing level sections that follow.

3. INTRODUCING THE KEYBOARD (0-5 WPM)

Before you can begin to touch type, you must learn the layout of the keyboard and the proper positioning of your hands and fingers. *Type!* teaches you the standard QWERTY keyboard which is arranged so that the individual keys used in the most common two-letter sequences are on opposite sides of the keyboard.


INTRODUCING THE KEYBOARD
1 2 3 4 5 6 7 8 9 0
Q W E R T Y U I O P
A S D F G H J K L ;
Z X C V B N M , . /
a s d f SPACE j k l ;
Touch typing is a skill you can master in a short time if you:
- Learn the basics
- Work at not looking at your fingers
- Practice
Press the Space Bar (or ESC to exit)

To touch type effectively, you must always use the correct finger to type a particular key. Your fingers rest on the Home Row keys (ASDF JKL;). As you type, you move them, temporarily, from the Home Row to type keys in the other rows. In addition to being arranged in rows, the keyboard is arranged in columns (see illustration above). Each finger is responsible for typing all of the keys in its column. For example, as you can see by studying the illustration, the left little finger types the Home Row key, **a**. It also types **1**, **q**, **z**, **<shift>**. Study the illustration carefully to learn which keys each finger types.

Type!'s on-screen tutorial, which you reach by selecting **Introducing the Keyboard** from the Main Menu, will explain the keyboard and guide you through the basics of hand and finger positioning, proper posture, and keyboard use.

Use the tutorial by reading the on-screen text and following the on-screen instructions. The flashing cursor will tell you which key to press and which finger to use. You can repeat the tutorial as many times as you want.

Things to Remember

- Use the Home Row (ASDF JKL;) as the base from which you type. Your fingers should hover over or lightly touch the Home Row keys. Return to the Home Row after typing each key.
- Keep your palms parallel to the keyboard, your fingers curved, and your elbows close to your sides. Sit up straight, feet on the floor, as you type.
- Look at the keyboard on the screen, not at your fingers.
- Use your thumb to press the space bar.
- Hold down the shift key with the little finger of the hand opposite the letter you want to capitalize.

4. BEGINNING TYPING (5-20 WPM)

Beginning Typing

Speed	5-20 wpm
Goal	Type without looking
Exercises	Keyboard Basics Weak Letter Drills

Once you understand the basics of hand and finger positioning and the layout of the keyboard, you are ready to begin touch typing. Your goal at this stage is to type without looking.

Typing without looking means typing by touch — without looking at your fingers. This is difficult at first, but *Type!* helps by giving you an on-screen keyboard to look at. If you keep your eyes on this keyboard, rather than on your fingers, you'll soon find that you are typing by touch.

Before you begin, make sure you understand the material covered in the **Introducing the Keyboard** tutorial. If you need to refresh your memory, run through the tutorial again. Then proceed with the following exercises.

Exercises

Keyboard Basics:

The **Keyboard Basics** exercises will teach you the location of the keys on the keyboard in a logical, easy-to-learn progression. Keyboard Basics starts with very simple words and advances to more difficult words, introducing new letters as you master old ones.

As you type, remember to look at the keyboard on the screen, not at your fingers. Push yourself to type faster as you become comfortable with the keyboard.

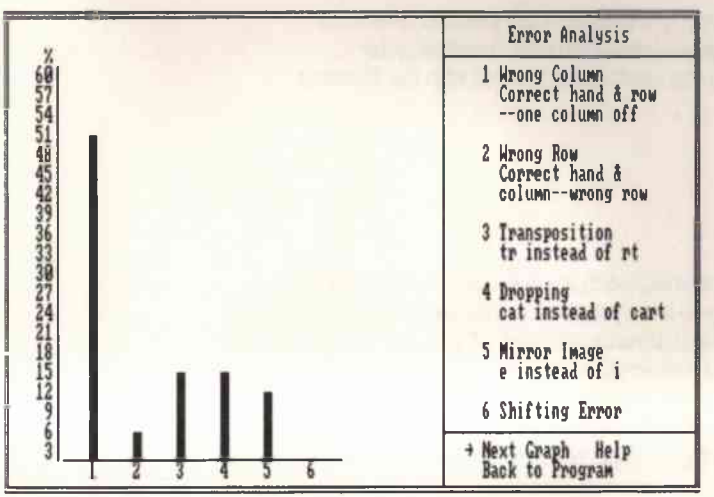
Weak Letter Drills:

If you are having trouble with particular letters, select **Weak Letter Drills** from the list that appears at the bottom of the Lesson Screen. You will be given drills to help you improve your weak letter performance. If you haven't typed long enough to build up a pattern of weak letters, or if you simply don't have any, no Weak Letter Drills will appear.

Typical Errors

Check the Error Analysis graph to see what kind of errors you are making. When you begin touch typing, many of your errors will probably be wrong column errors. This means that you typed the key next to the correct key in the same row ("s" instead of "a," for example). Wrong column errors are usually caused by missing the key you are aiming for or using the finger next to the correct finger to type.

Wrong column errors are the easiest errors to become aware of and the easiest errors to correct. If you are having a problem with wrong column errors, select exercises for Individual Fingers from the Special Exercises menu.



Typical error pattern for a beginning typist.

5. INTERMEDIATE TYPING (20-40 WPM)

Intermediate Typing

Speed	20-40 wpm
Goal	Type without thinking
Exercises	Build Speed & Accuracy Special Exercises

If you can type the letters of the alphabet without looking at the keyboard (using the proper fingers) you're ready for intermediate typing. The goal at this stage is to "type without thinking."

You probably noticed that when you were learning the keyboard, typing each key took a good deal of conscious mental effort. You had to think about where the key was located, which hand and finger to use, and so forth. Now, at the intermediate level, you'll learn to eliminate those conscious mental steps. When you "type without thinking," you'll find that you type a letter without being aware of exactly how you typed it. The intermediate exercises — **Build Speed & Accuracy** and **Special Exercises** — will help you master this level.

Exercises

Build Speed & Accuracy:

Build Speed & Accuracy provides a series of short sentences designed to give you practice typing all the letters of the alphabet. When you finish one session of Build Speed & Accuracy, you can go on to another session containing a different series of short sentences by selecting Continue Lessons from the list at the bottom of the screen. For help with your particular weaknesses, try whatever Special Exercises the program recommends.

Special Exercises:

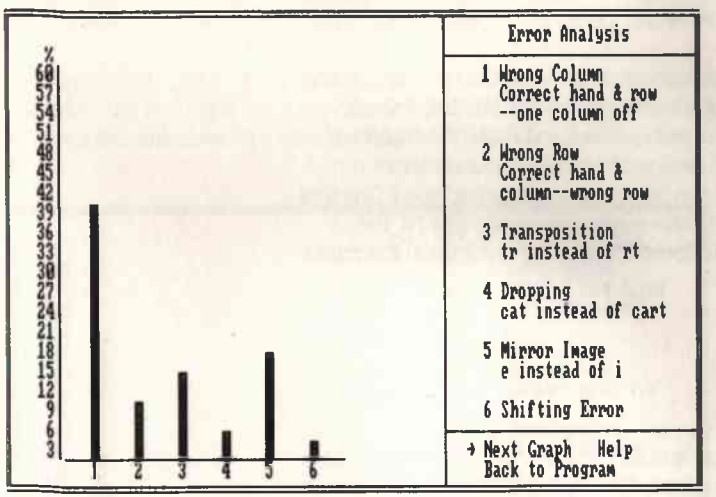
Special Exercises are exercises designed to help you improve various aspects of your typing. Check the graphs to see what your weaknesses are.

Then select Special Exercises from the Main Menu and choose the exercises designed for your problem areas.

Typical Errors

You will probably still be making wrong column errors. To improve your performance in this area, choose exercises for Individual Fingers from the Special Exercises menu. With effort, you should be able to reduce wrong column errors to less than half of your total errors.

Pay attention to mirror image errors. These errors involve typing a key in the correct column and row with the wrong hand (typing "d" when you mean to type "k," or "s" when you mean to type "l," for example). Mirror image errors are apt to occur as you begin to type more rapidly.



Typical error pattern for an intermediate typist.

6. ADVANCED TYPING (40 + WPM)

Advanced Typing

Speed	40 + wpm
Goal	Type using chaining and overlapping
Exercises	Common Words Frequent Patterns Build Speed & Accuracy

Once you've mastered the keyboard and have learned to "type without thinking," you're ready to concentrate on speed. Advanced typists type over 40 words per minute. To type this fast, you'll need to learn the advanced skills of chaining and overlapping.

Chaining is the act of typing common two- or three-letter patterns quickly as a single unit. The most common letter patterns are *th*, *ng*, and *ion*. Chaining is an important typing skill because a great many words contain common letter patterns. Typing these patterns as a single unit will greatly increase your speed.

Overlapping is the process of starting to type the next letter before you've finished typing the previous letter. Overlapping is a subtle skill that greatly increases your typing speed. You may find it difficult, however, to be conscious of overlapping as you type. The best way to practice overlapping is to practice chaining because when you chain quickly, you usually overlap as well.

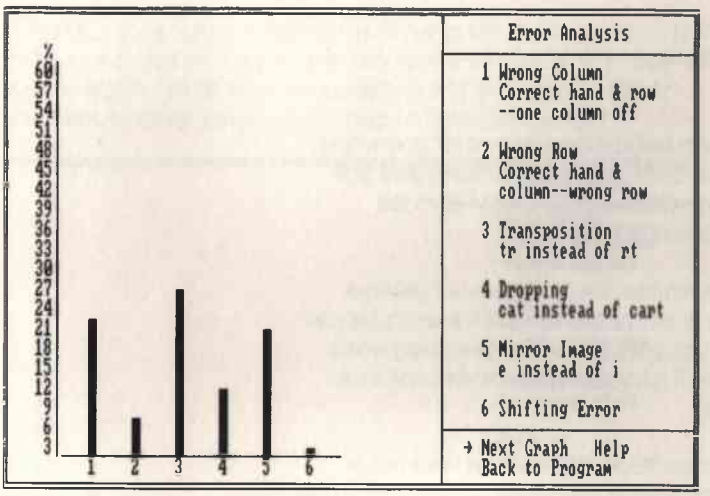
Exercises

To practice chaining and overlapping, select the **Common Words** and **Frequent Patterns** exercises from the Special Exercises menu. Do these exercises several times, typing as fast as you can. Then select **Build Speed & Accuracy** and perform that exercise as fast as you can. With practice you will start to develop your own particular typing rhythm — a key factor in building typing speed.

Errors

Check the graphs to see what kind of errors you are making. With concentration, you should be able to eliminate mirror image errors almost entirely.

At the advanced level, you will probably find that your most persistent errors are transpositions (reversing two letters), particularly across-hand transpositions (typing "ht" instead of "th," for example).



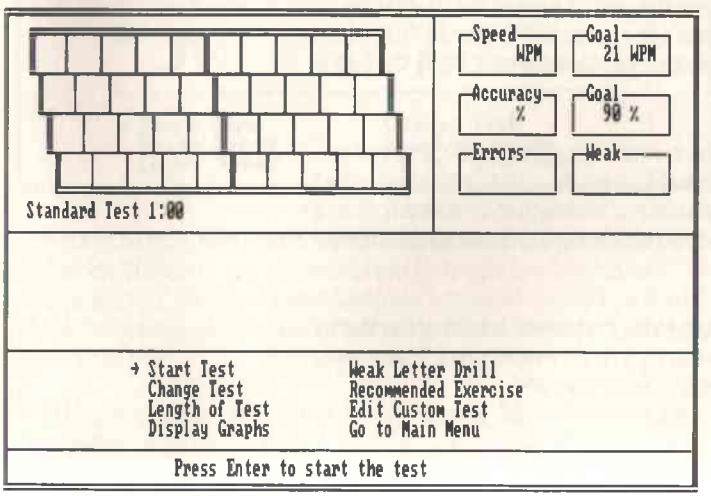
Typical error pattern for an advanced typist.

7. Typing Tests

Check your typing progress from time to time by taking a typing test. The test will give you an idea of how well you can perform in a real typing situation — that is, typing several paragraphs worth of material over a sustained period of time. This is the way you type when you type letters, papers and memos.

Type! provides you with three kinds of typing tests: standard tests, including alphabet and punctuation; all keys tests, including numbers and symbols in addition to alphabet and punctuation; and custom tests that you design yourself. The tests can be set to last from one to five minutes.

You can take a typing test any time you want by selecting **Typing Test** from the Main Menu. The program will provide you with a standard test lasting for one minute.



If you want to change the length of the test, the type of the test, or to design your own custom test simply select the item you want from the list at the bottom of the screen.

Length of Test:

Lets you change the time length of the test. The test can last from one to five minutes. To change the length, simply enter the number of minutes you want the test to last.

Change Test:

Lets you change the type of test you take. To change the test, enter your choice: **S** for a standard test including alphabet and punctuation, **A** for an all keys test including numbers and symbols, **C** for a custom test that you have previously designed and saved. If you choose **C**, on-screen prompts will guide you through the process of loading your saved custom test.

Edit Custom Test:

Lets you design your own custom typing test. This is handy if you want to test yourself on a certain kind of material — text including medical or scientific terms, for example — or if you want to create a standard test to be used by members of a group or class. When you select Edit Custom Test, you will be presented with a screen on which you can enter any text you want.

Note: Before you begin designing a custom typing test, be sure that you have formatted a data disk. You will not be able to use the test you create until you have saved it to a data disk. For instructions on how to prepare a data disk using your particular computer, see Section 1, Getting Started.

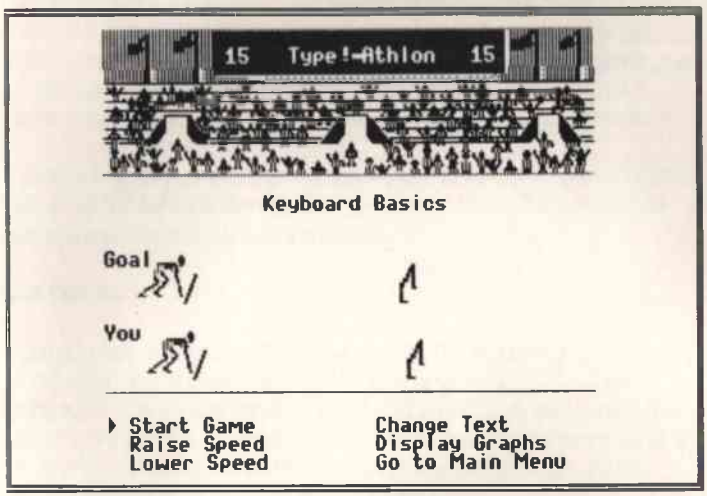
To enter text, simply type in the words you want. The cursor (in this case, a flashing square) tells you where the next character you type will be placed. When you reach the end of a line, press RETURN or ENTER to move the cursor to the next line. To delete text, follow the prompts at the bottom of the screen.

When you are done, follow the on-screen prompts to save your custom test. Once your test is saved, press ESC to return to the Typing Test screen. You can then proceed to take the test you've designed by selecting Change Test, choosing C for Custom Test, and following the on-screen prompts to load your saved Custom Test.

When you finish taking a typing test, your speed, accuracy, number of errors, and weak letters will be displayed on the scoreboard. If necessary, exercises to help you improve will be recommended.

8. LEARNING BY PLAYING TYPE!-ATHLON

Type!-Athlon lets you perform all of *Type!*'s lessons and exercises while playing an arcade-style game. The setting is a race track. Two runners — facing a series of hurdles — appear on the screen. You are the figure at the bottom; the figure at the top is your competition, representing the goal you must meet to win the race.



To start the race, select **Start Game**. Then type the text as it appears on the screen. The faster and more accurately you type, the faster your runner will run. If you make mistakes your runner will stumble and fall! The race lasts one minute. The runner who is ahead when the minute is up wins the race.

You can change the kind of text you type during the race by selecting **Change Text** from the list at the bottom of the screen and then choosing the type of exercise you want.

You can also increase or decrease the speed at which you will have to type in order to win. To do this, select **Raise Speed** or **Lower Speed** from the list at the bottom of the screen. The speed — as shown on the scoreboard — will increase or decrease by five.

When you're done running a race, the program will recommend a helpful exercise, if necessary. You can perform the exercise, in the context of running a race, by selecting Change Text and then choosing Recommended Exercise. You can also check to see what kind of mistakes you made while running your race by selecting **Display Graphs** from the list at the bottom of the screen.

When you've finished playing *Type!*-Athlon, select Go to Main Menu. At this point, you'll have a chance to view the *Type!*- Athlon Hall of Fame. The Hall of Fame consists of the all-time, top seven *Type!*-Athlon players. If your speed qualifies you for the top seven, you'll be given an opportunity to add your name to the list.

9. RESULTS MENU

Type! keeps track of the results of your typing sessions and lets you save those results each day. Saved results can be viewed any time you want. In addition, they can be displayed and printed out in the form of Progress Reports.

Note: In order to save results, you will need a formatted data disk. For how to prepare a data disk to use with your particular computer, see Section 1, Getting Started.

These features, contained on the **Results Menu**, give you an opportunity to monitor your typing progress over a period of weeks or months. By viewing past results and Progress Reports, you'll be able to see where you've improved and where you need more practice; by printing out a Progress Report you'll have a written record of your typing performance.

To save results, view past results, display and print out Progress Reports, first select the **Results Menu** from *Type!'s* Main Menu. Then select the item you want from the list on the screen.

Save Results:

Lets you save the results of a typing session. The results consist of your overall speed and accuracy average for that session, your typing test average, your best test score, and your best *Type!*-Athlon game score. You save your results on a separate, formatted data disk under a name (of up to six letters) and a date. On-screen prompts will guide you through the process of naming, dating, and saving your file.

Note: If you want to keep track of your typing progress, it is important that you use the same name each time you save. The simplest approach is to use your own name (or an abbreviation of it) plus the day's date. Several users can save results on the same data disk, each using his or her own name.

View Past Results:

Lets you view the results of your past typing sessions. On- screen prompts will guide you through the process of loading results that you've saved to a data disk. Once the results are loaded, you will be able to view them in both table and bar graph form.

Erase Results:

Lets you erase results you have saved. This is useful should you ever need to make more room on your data disk. On- screen prompts will guide you through the Erase Results procedure.

Reset Results:

Lets you clear results currently in your computer's memory and start from scratch. This is handy in situations where several people are using the *Type!* program consecutively. By selecting Reset Results when you begin to use the program you can be sure that the tabulated results are yours and yours alone. (Note that your results will be cleared automatically when your computer is turned off. Therefore, it is not necessary to Reset Results each time you start up the program and begin another typing session.)

Progress Reports:

Lets you view and print out a report of your typing progress to date. The report will be based on whatever results you have saved. When you select Progress Report, the program will display the results of your current session as well as the results of your past saved sessions.

The list of saved results may be too long to fit on one screen. If this is the case, select More to view the rest of the list.

To print out a Progress Report, first make sure that your printer is turned on and properly connected to your computer. Then select Print.

Note for IBM Users: At this point, you will be given an opportunity to select your printer. To do so, check the list of printers that will appear on your screen after you have selected Print. Move the pointer to the name of your printer and press ENTER. Once you have selected your printer, the program will make note of it so that you will not have to go through the selection process again. The name of the selected printer will be displayed at the bottom of the screen.

Note for Apple and Commodore Users: If your printer does not work when you select Print, you may have to adjust the settings to re-configure the program. To do this, go to the Main Menu and select Adjust Settings. Then select Configure from the Adjust Settings screen. Check to see that the settings indicated are correct for your printer setup. Refer to your printer manual if you are not sure what the settings should be. Make whatever changes are necessary.

INDEX/GLOSSARY

Accuracy: Percentage of letters typed correctly.

Adjust Settings, 12 A function that lets you change speed and accuracy goals and configure the program.

Advanced: Typing above 40 WPM with accuracy greater than 90%.

Backup, 36 See Backup Information for an explanation of Broderbund's backup disk policy.

Beginner: Typing 5-20 WPM with accuracy greater than 90%.

Bottom Row: The row of keys (ZXCVBNM,.) above the space bar and below the Home Row.

Build Speed and Accuracy: An exercise, included on the Main Menu, that provides practice typing sentences using all the letters of the keyboard. For intermediate and advanced typing levels.

Chaining, 23 The act of typing common two- or three-letter patterns (such as *th, ng, ion*) quickly as a single unit.

Common Words: An exercise, included on the Special Exercises menu, that provides practice typing common English words. Helps develop chaining and overlapping skills.

Configure, 12 A function that lets you supply the program with technical details about your computer setup.

Custom Test, 26 A typing test that you design yourself.

Data Disk
Apple, 3
Commodore, 5
IBM, 7
A formatted disk on which you can save custom tests and results of your typing sessions. To format a data disk, follow the instructions for your particular computer.

Diagnostics: The intelligence built into the *Type!* program that enables it to analyze your performance, identify errors and recommend further exercises.

Display Graphs, 12 A function that lets you see the results of a typing session displayed in bar graph form. Can be reached from the Main Menu, from a lesson screen, or from the *Type!*-Athlon game.

Erase Results, 29 — A function that lets you erase saved results from a data disk.

Errors: — Mistyped characters. The error gauge at the top of the lesson screen displays the number of errors made in the last screen of text typed; at the end of a typing session it shows your cumulative errors. The Error Analysis graph analyzes the type of errors made.

Frequent Patterns: — An exercise, included on the Special Exercises menu, that provides practice typing common English letter combinations. Helps develop chaining and overlapping skills.

Goal: — Target level of typing achievement, measured in words per minute (speed) and percentage of characters typed correctly (accuracy). Speed and accuracy goals can be changed using the Adjust Settings function. As speed goals are met, the program automatically adjusts the goals, either up or down, to provide a continuing appropriate challenge.

Graphs: — See Display Graphs.

Hard Disk, 7 — Mass storage device, supported by *Type!*. IBM version only.

Help, 10, 15 — A function that provides help in using the *Type!* program. Available from the Main Menu and from several other program screens.

Home Row: — The row of keys (ASDFGHJKL;) below the QWERTY row and above the Bottom row. The Home Row is the base to which your fingers should always return when touch typing.

Individual Fingers: — An exercise, included on the Special Exercises menu, that provides practice typing with particular, individual fingers.

Intermediate: — Typing 20-40 WPM, with accuracy greater than 90%.

Introducing the Keyboard, 17 — A tutorial that introduces you to the layout of the keyboard and proper positioning and use of your fingers and hands.

Keyboard Basics: — An exercise, included on the Main Menu, that helps you learn the location of keys on the keyboard.

Keyboard Drills: — An exercise, included on the Special Exercises menu, that provides practice typing sequences of random letters.

Left Hand: An exercise, included on the Special Exercises menu, that provides practice typing words using only the left hand.

Lesson Screen, 11 The screen on which you perform typing exercises.

Main Menu, 9 A screen listing major functions, features, and exercises included in the *Type!* program.

Mirror Image: An exercise, included on the Special Exercises menu, that helps correct mirror image errors. Mirror image errors occur when the correct finger, row and column, but the wrong hand, is used; typing "k" instead of "d," for example.

Novice: One who has never received instruction in touch typing.

Numbers and Symbols: An exercise, included on the Special Exercises menu, that provides help in learning the position and correct typing of numbers and symbols on the keyboard.

Overlapping, 23 The process of starting to type the next letter before you have finished typing the previous one. A technique acquired at the advanced typing level.

Play Sound, 12 Sound generated by the computer to accompany the *Type!*-Athlon game. Sound may be turned off or on by selecting Adjust Settings from the Main Menu.

Print, 30 A function that lets you print out Progress Reports. If you have trouble printing, check the configuration of the program by selecting Adjust Settings from the Main Menu.

Progress Report, 30 A report that shows your typing progress over a period of time. May be displayed on screen or printed out.

Punctuation: An exercise, included on the Special Exercises menu, that gives you practice typing commonly used forms of punctuation.

QWERTY Row: The row of keys (QWERTYUIOP) above the Home Row and below the top row of numbers.

Quit, 10 A function that lets you quit using *Type!* and start using another program without having to turn off your computer.

Recommended Exercise: An exercise that *Type!*'s diagnostics have determined is suited to your current typing needs.

Reset Results, 30 — A function that lets you clear results of typing sessions currently in your computer's memory.

Results Menu, 22 — A menu from which you can save results of your typing sessions, view past results, and display and print out Progress Reports.

Right Hand: — An exercise, included on the Special Exercises menu, that provides practice typing words using only the right hand.

Save Results, 21 — A function that lets you save the results of a current typing session to a data disk. Saved results can later be viewed and incorporated in Progress Reports.

Special Exercises: — A menu listing exercises designed to help you gain specific typing skills.

Speed: — The number of words per minute (WPM) typed. *Type!*'s calculations of speed are based on the total amount of time used to type a given piece of text and the total number of correctly typed characters.

Tests: — See Typing Test and Custom Test.

***Type!*-Athlon, 27** — An arcade-style game that lets you use all of *Type!*'s exercises, lessons, and diagnostics during play.

Typing Test, 25 — A timed typing test that measures your speed and accuracy. *Type!* contains a variety of tests that can be taken at any time.

View Past Results, 29 — A function that lets you view saved results of past typing sessions. Results can be viewed in both table and bar graph form.

WPM: — Words Per Minute. A measure of typing speed.

Weak Letter Drills: — A random letter drill exercise, recommended by the *Type!* program, to give you practice typing characters identified as most difficult for you.

Backup Disk Information

This Apple program is copy protected. If you would like a backup disk, you may order one using the coupon below. You may do this at any time, as long as the product is still being manufactured by Brøderbund. (Limit: one per customer.)

Please mail the original coupon, not a copy, along with a check or money order for $10.00 (in U.S. funds) to:

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Brøderbund Software, Inc.
P.O. Box 12947
San Rafael, CA 94913-2947

Please make your check or money order payable to Brøderbund Software.

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DISK REPLACEMENT POLICY

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This manual and the software described in this manual are sold "AS IS," without warranty as to their performance. The entire risk as to the quality and performance of the software is assumed by the user. The user, and not the manufacturer, distributor or retailer assumes the entire cost of all necessary servicing, repair, or correction and any incidental or consequential damages.

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If failure of the product, in the judgment of Brøderbund, resulted from accident, abuse or misapplication of the product, then Brøderbund shall have no responsibility to replace or repair the product under the above terms.

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